



CITY OF HOUSTON

Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	INVENTORY MANAGEMENT CLERK
3	<b>Posting Number</b>	PN# 104489
4	<b>Department</b>	SOLID WASTE MANAGEMENT
5	<b>Division</b>	MAINTENANCE
6	<b>Section</b>	NA
7	<b>Reporting Location</b>	5617 NECHES
8	<b>Workdays &amp; Hours</b>	M– F, 8 a.m. - 5 p.m.*
		*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. May assist with moving and loading surplus property. Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. May resolve discrepancies. Creates and maintains records, logs, etc. of materials received, stored, issued, delivered or distributed. Performs data entry using a purchasing and inventory control system. Contacts vendors to obtain price quotes. Selects vendors and places orders for materials and supplies. Prepares requisitions and purchase orders. Performs follow-up to expedite delivery, receipt and payment of inventory and materials. Maintains storerooms, warehouses and storage areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies and property. Performs periodic physical inventory counts and reconciles counts with inventory records. Receives, stores and issues hand tools, machine tools, parts and other equipment. Tracks tools, parts, equipment and inventory issued to and returned by workers. Searches for lost or misplaced tools and equipment. May perform minor equipment and machinery maintenance or assist in the coordination of external equipment maintenance and repair. Assists in determination and disposal of expired, spoiled, damaged or obsolete items or inventory. Receives and dispatches messages and work orders by telephone or radio to various City work crews. Maintains logs and records of messages and work orders received, transmitted or completed.

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**WORKING CONDITIONS**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The positions may involve routine exposure to soiled materials and light chemical substances such as cleaning solution..

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or GED.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Three months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

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**MINIMUM LICENSE REQUIREMENTS**

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving. (AP2-2)

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**PREFERENCES**    None

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**SELECTION/SKILLS TESTS REQUIRED**    None

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**SAFETY IMPACT POSITION**    ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 9

\$693 - \$919 Biweekly    \$18,018 - \$23,894 Annually

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**OPENING DATE**                      May 11, 2005

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**CLOSING DATE**                      May 17, 2005

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**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer